

**TO:** All Vendors  
**FROM:** Don Gillum  
**DATE:** March 12, 2020  
**SUBJECT:** Proposal Addendum No. 2  
**RFP NUMBER:** 20-02182  
**THE PROJECT:** St. Louis Public Library RFP 20-02182 Lawn and Landscaping Services

**1. INTENT**

This addendum is issued to provide a modification in proposal plans and/or specifications.

**2. MODIFICATION**

Replace Attachment F, Scope of Work, with attached updated copy marked “Revision – March 12, 2020” in RFP 20-02182 packet.

I have read and understand the preceding addendum and said changes are reflected in the Request for Proposal. The vendor signed addendum should be included with your response packet.

COMPANY \_\_\_\_\_

VENDOR'S SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

ATTACHMENT F, SCOPE OF WORK

ST. LOUIS PUBLIC LIBRARY

SCOPE OF WORK

LAWN AND LANDSCAPING MAINTENANCE

REQUEST FOR PROPOSAL

LANDSCAPING PROGRAM MINIMUM REQUIREMENTS

Spring Clean-up (April)

The cleanup will occur prior to the first mowing of the growing season and will include:

- Pruning of all winter damaged and crossing branches and suckers from shrubs and trees (tree pruning up to height of 12 ft.)
- Cut back knock out roses
- Initial inspection and general clean-up of all landscape related debris from walkways, parking lots and all landscape areas to include any leaves left over from winter.
- Weed control for landscape beds and hard surface areas.
- Deep edge all beds and tree rings to 4" deep.
- Recommend soil tests where/as needed.
- Install shredded hardwood double ground brown mulch to top dress beds and fill beds where mulch has disappeared.
- Apply broadleaf herbicide for perennial and winter weeds (April)
- Apply crabgrass preventers (by April 15)
- Cut back non-flowering perennials
- Start mowing as needed: Maintain maximum grass height of 2.5-3.0 inches by cutting each location weekly or as needed. Grass clippings left on the turf must be less than one inch in length. Excessive grass clippings will be raked and/or blown from turf area and removed. Grass

clippings will be kept out of plant beds and tree rings. Mowing patterns will be established and changed on a regular basis to present the most aesthetically pleasing appearance. Obstacles should be trimmed to maintain a formal appearance. When mowing technicians need to be aware of sprinkler heads which if damaged are the responsibility of the contractor.

Spring/Summer (May/June/July/August)

- Trim shrubs and hedges: All shrubs will be pruned to remove old, dead, damaged and disfigured branches as well as to maintain size, a formal appearance and shape and to allow for the intended development and health of plant material. Shrubs and trees should not touch the building, sidewalk, block lighting /security cameras or vehicles.
- Dead head Knock out Roses and Crape Myrtle once a month during the first week of the month
- Maintain maximum grass height of 2.5-3.0 inches by cutting each location weekly or as needed. Grass clippings left on the turf must be less than one inch in length. Excessive grass clippings will be raked and/or blown from turf area and removed. Grass clippings will be kept out of plant beds and tree rings. Mowing patterns will be established and changed on a regular basis to present the most aesthetically pleasing appearance. Obstacles should be trimmed to maintain a formal appearance.
- Keep planter beds, tree wells, hard surfaces (including parking lot cracks and sidewalk cracks) free of weeds and debris on a weekly basis throughout the year by hand pulling and/or chemical treatment.
- Apply a slow release fertilizer use a fertilizer with an approximate ratio of 2:1:1 (May)
- Apply postemergent broadleaf herbicides for summer weeds and postemergent control of crabgrass, goosegrass and/or nutsedge (late May to early June)
- Re-edge all beds and tree rings to 4" deep
- Cultivate mulch as necessary
- Check turf for sod webworm and treat as needed; bring to the attention of Library representative
- Check turf for grubs and bring results of check to the attention of library representative
- Recommend areas for fall sodding, aerating and seeding; provide quote for billable service to be performed in September/ October if approved (provide quote in August if not already given)  
Cost for Aerating and seeding all turf : provide type of seed, method of task and dates work would be done.

Autumn (September/October/November)

- Clean and weed beds; remove debris and leaves
- Remove all dead annual plants, cut back all flowering perennials and ornamental grasses
- Deep-root slow release feeding shrubs and trees minimum of 1 time
- Provide leaf removal weekly for each location or as needed
- Maintain maximum grass height of 2.5-3.0 inches and apply turf fertilization
- Eliminate weeds from sidewalk, driveway, stairways and parking lot cracks
- Prune each ornamental tree in accordance with species requirements
- Cultivate mulch in all beds add mulch to any bed that does not have at least 2" of mulch
- Dormant prune shrubs
- Trim trees with low hanging branches interfering with signs, cars, lights or sidewalks as well as prune any suckers or water sprouts.
- Apply soluble fertilizer at rate of 1 pounds nitrogen per 1,000 sq. ft. (September)
- Apply broadleaf herbicide (late September)

Aeration: (Late September- Early October) The core aeration process done in September

Seeding: seed in the fall just after aeration using premium fine-blade fescue grass seed that is drought tolerant.

Winter (December/January/February/March)

- Provide leaf removal for each location as needed
- Trim shrubs and hedges
- Eliminate weeds from sidewalk, driveway, stairways and parking lot cracks.

For all seasons the contractor shall submit a work ticket to the Library representative each month of planned work listing specific tasks and work to be accomplished. Monthly work tickets will be sent to the library representative at the end of each month. Contractor shall sign ticket attesting that the work was completed.

All work is to be done for all seasons in a professional and safe manner by trained personnel.

## CENTRAL IRRIGATION

Central Irrigation: Complete maintenance and installation services are available for your ground sprinkler system. Includes start up of system (BY 15<sup>th</sup> MAY), back flow inspections (Once Yearly)(Includes sending in report to St Louis City), 3 monthly system checks (July, August, September), and winterization (Before 1<sup>st</sup> hard freeze).